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## CENTRAL INTELLIGENCE AGENCY STAT

## OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	AC/BSD C/IB	7/21/63	STAT STAT
2			
3			
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5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

## Remarks:

- Is it necessary  
to circulate beyond  
#2?

STAT

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FORM NO. 2-61 237

Use previous editions

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## UNITED STATES CIVIL SERVICE COMMISSION

## BULLETIN

BULLETIN NO. 273-8

Washington 25, D. C.  
 IAD:RKS:er  
 January 31, 1963

**SUBJECT:** Expanding Commission Inspection Coverage to include the Review of Agency Health Benefits Operations

*Heads of Departments and Independent Establishments:*

The Civil Service Commission has expanded its inspection coverage to include a review of agency and installation health benefits operations in all general inspections conducted during the period February 18 - April 12, 1963. Review of the health benefits operations area during this period is in the nature of a pilot study, after which the desirability and feasibility of continued inclusion of such coverage in inspection surveys will be determined.

The principal objective in reviewing agency operations under the Federal employees health benefits program through the inspection survey process is to enable the Commission's Bureau of Retirement and Insurance to provide agencies further assistance in improving their operations in this area. The role of the inspector in reviewing this area during the pilot study will, therefore, be chiefly that of factfinding and reporting. To the extent possible, he will also provide on-site assistance to installations in operating the health benefits program.

STAT  
 There is attached for your information a check-list form which will serve as a guide to our inspectors in making their inquiries. This is furnished you with the thought that it may be of help to you in your self-evaluation program in this area and to indicate the specific areas of interest to Commission inspectors during this pilot study.

*say we will NOT renovate*  
*Warren B. Irons 2/14/63*

Warren B. Irons  
 Executive Director

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Attachment

**INQUIRIES:** Analysis and Development Division, Bureau of Inspections  
 Dudley 6-4957  
**CODE:** 273, Inspections, Surveys and Audits

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**U. S. CIVIL SERVICE COMMISSION  
SUPPLEMENTARY REPORTING FORM - HEALTH BENEFITS**

**PART I**

A. INSPECTING OFFICE	B. DATE OF REPORT TO AGENCY:		
C. TYPE OF INSPECTION	<input type="checkbox"/> GENERAL	<input type="checkbox"/> NATIONWIDE	<input type="checkbox"/> POST OFFICE
D. ESTABLISHMENT AND LOCATION	E. DATES AT INSTALLATION		
	F. INSPECTION PERIOD		
G. EMPLOYEES SERVICED BY PERSONNEL OFFICE	H. PERSONNEL FOLDERS REVIEWED		
	I. EMPLOYEES INTERVIEWED		

**PART II.****FOLDER REVIEW**

Yes      No

1. Is there a SF 2809 in the folder of each eligible employee including those who failed to register? .....
2. Were any ineligible employees enrolled? .....
3. Are obvious inconsistencies on SF 2809 and SF 2810 being reconciled? .....
4. Are employing office copies of SF 2809 and SF 2810 legible? .....
5. For any enrollment or change after July 1960, is basis for action indicated either under Remarks or in Part D of SF 2809? .....
6. Were enrollments or changes after July 1960 made within prescribed time limits? .....
7. Is same carrier control number being maintained throughout all enrollment changes within the same plan? .....
8. Are effective dates for enrollments and changes correct? .....
9. Are effective dates for cancellations and terminations correct? .....
10. Is effective date and pay adjustment being made retroactive when female employee belatedly makes change in family enrollment code? .....
11. Are incoming and outgoing transfers being handled promptly and properly so as to provide continuous enrollment for employee and timely notice to carriers? .....
12. Are procedures for self-support determinations being followed and proper notations made on SF 2809? .....
13. Have procedures been set up to insure that all SF 2809's and transfer SF 2810's are submitted along with the SF 2806 for retiring employees and survivor annuitant cases? .....

**PART III****INFORMATION AND ORIENTATION**

Yes      No

1. Has establishment designated an Authorized Health Benefits Official? .....
2. Does establishment have any on-going publicity on program? .....
3. Are new employees provided with SF 2809-A? .....
4. Is cover page of SF 2809-A being completed for new employees by establishment? .....
5. Are new employees provided with brochures of the two Government-wide plans, and of all comprehensive plans serving his area? .....
6. Does establishment have available, and supply upon request, brochures for all employee organization plans open to employees of establishment? .....
7. Is a new employee ensured a full opportunity to make a free choice among plans available to him? .....
8. Does information and orientation program appear to be adequate? .....

**PART IV****PAYROLL OPERATIONS**

Yes

No

1. Are SF 2809's and SF 2810's being transmitted promptly to carriers? .....
2. Is effective date of enrollment or change being verified? .....
3. Is SF 2811 being reconciled with payroll records? .....
4. Have there been any recent reconciliation problems with carriers? .....
5. Is four-day rule being applied? .....
6. Is SF 2812 being submitted with check no later than the same day the payroll checks are dated? .....
7. Are the number of enrollees covered as reported on SF 2812 for the last payroll paid in June and December derived from Health Benefits Control Register? .....

**PART V****REMARKS**

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